

COURT FINANCIAL OFFICER

Announcement Number: 08-030

Supplemental Application

Filing Deadline: 4:30 p.m., Monday, January 05, 2009

This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.

This supplemental application and other required application materials will be the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A résumé, while useful, will not substitute for this form.

On separate paper, please describe in detail, but as concisely as possible, your experience and accomplishment in each of the following areas in one page or less. Specify the employer, position held and dates when describing experience.

1. Management experience in finance, accounting and budgeting.
2. Experience in coordinating auditing processes - describe your auditing experience, including the number and employer where you have personally coordinated this process.
3. Experience in implementing and interpreting financial policies and procedures - describe your experience in this area and your level of responsibility.
4. Experience in interacting at an executive management level, describe your experience in providing advice, consultation and acting as liaison.
5. Experience as a project manager for implementation or major upgrade of a financial accounting and reporting system.
6. COURT-RELATED EMPLOYMENT OR EXPERIENCE – describe your experience, if any, working with Judges, executive management, government agencies, or any other State agencies.
7. Attach copies of college/university degrees and/or transcripts and related certificates.

CERTIFICATE OF APPLICANT: I certify that all statements made in this supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____ Social Security Number: _____

Signature: _____ Date: _____